World Vision

SCHOOL DONATION FORM

Public Education Department · 2/F Mayfair Centre, 4 Anchor Street, Tai Kok Tsui, Kowloon
Tel: (852) 2399 3427 (Kindergartens & Primary Schools)/ (852) 2399 3476 (Secondary Schools & Tertiary Institutions) Fax: (852) 2394 0566

Name of School: _____ Principal: _____

Teacher-in-charge: _____ Position : _____ Subject/ Club: _____

Address: _____ Tel. No: ( ) _____ (School)

_____ ( ) _____ (Mobile)

Email: _____ Fax No: ( ) _____

Fundraising Activity: _____ Grade & No. of Participants: _____

Please "✓" the appropriate ☐ and fill in the information required:

We would like to contribute HK $ _____ in total for the following purpose(s) :

☐ School Famine

☐ Child Sponsorship Programme

☐ Emergency Relief (Please specify): _____

☐ "Your Red Packet" Campaign

☐ World Vision China Partners

☐ World Vision Partners

☐ Others (Please specify): _____

***Remarks:**

1. The teacher-in-charge should collect all sponsorship forms (if applicable) and verify the sum of the donations.
2. Please return the completed form along with all sponsorship forms (if applicable) and crossed cheque/ bank-in slip/ ATM slip or fax the above documents to Public Education Department **within 1 month** upon completion of the activity.
3. If individual sponsors or parents need official receipts for tax deduction, please compile a donor list in MS Excel and send it to edu@worldvision.org.hk. The list should include name and class of student, donation amount, cheque number (if applicable) and recipient's name.

Donation Methods (Please do not send cash by post)

☐ **ATM Transfer/ Direct Debit to World Vision Hong Kong (Hang Seng Bank: 286-364385-002)**

(Please send the original ATM slip/ bank-in slip with your name and telephone number written on the back and make a photocopy for your own reference.)

☐ **Crossed Cheque** (Please make your cheque payable to "**WORLD VISION HONG KONG**" and send it with this completed form.)

Cheque No.	Bank Name
_ _ _ _ _ _ - _ _ _	

☐ **Request for individual receipts for tax deduction purpose (Please attach relevant information to this form)**

X _____ _____ (yyyy/mm/dd)

Teacher's Signature with School Chop Date

Your personal data will be kept strictly confidential by World Vision Hong Kong (WVHK) for communication purpose, and forwarded to service providers as needed for processing donation, sending receipts and information for WVHK. If you would like to stop receiving information from us, please call 2394 2394.
World Vision Hong Kong, incorporated with limited liability, is a Christian humanitarian organisation working to create lasting change in the lives of children, families and communities living in poverty.